



Applicant User Guide

How To: Search,
become an applicant,
create an application,
apply, and confirm
receipt

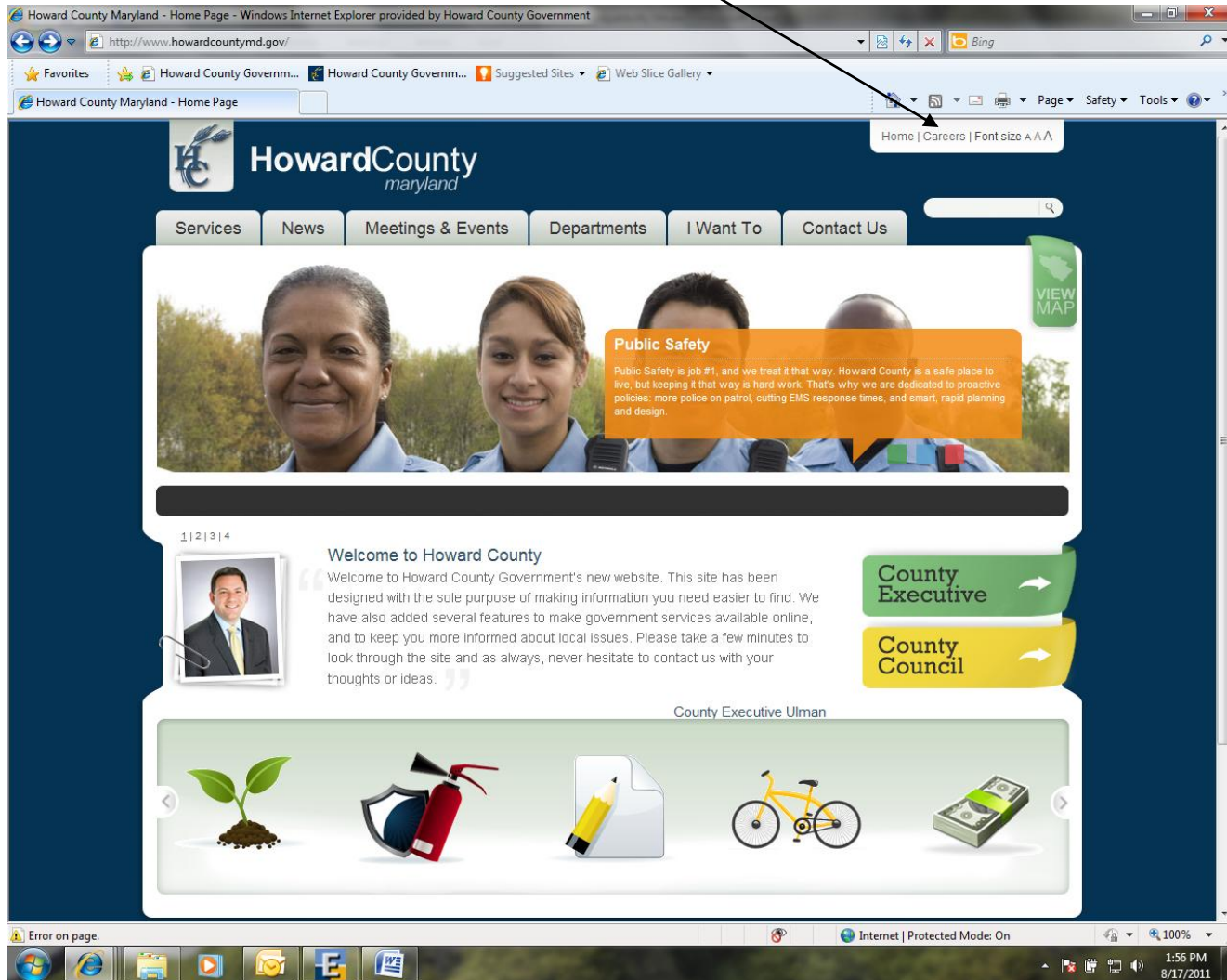
Howard County Human
Resources



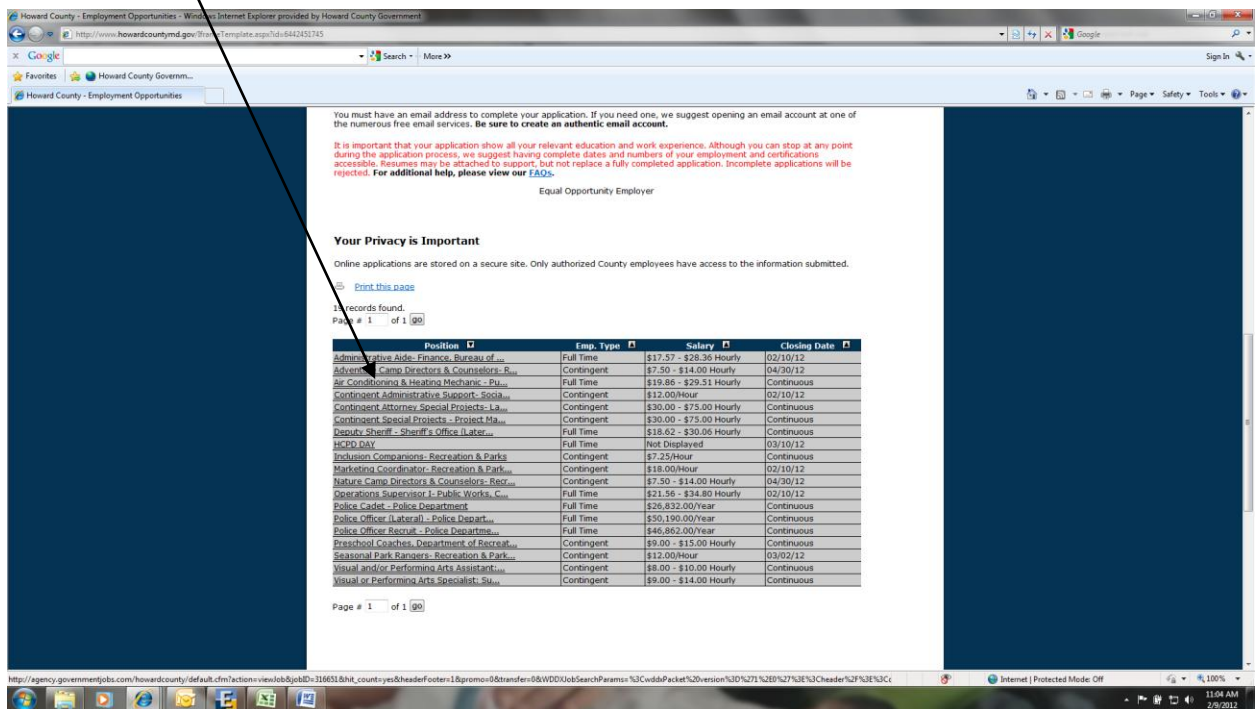
Using the Howard County On-line Employment Application

.....First Time Users Guide

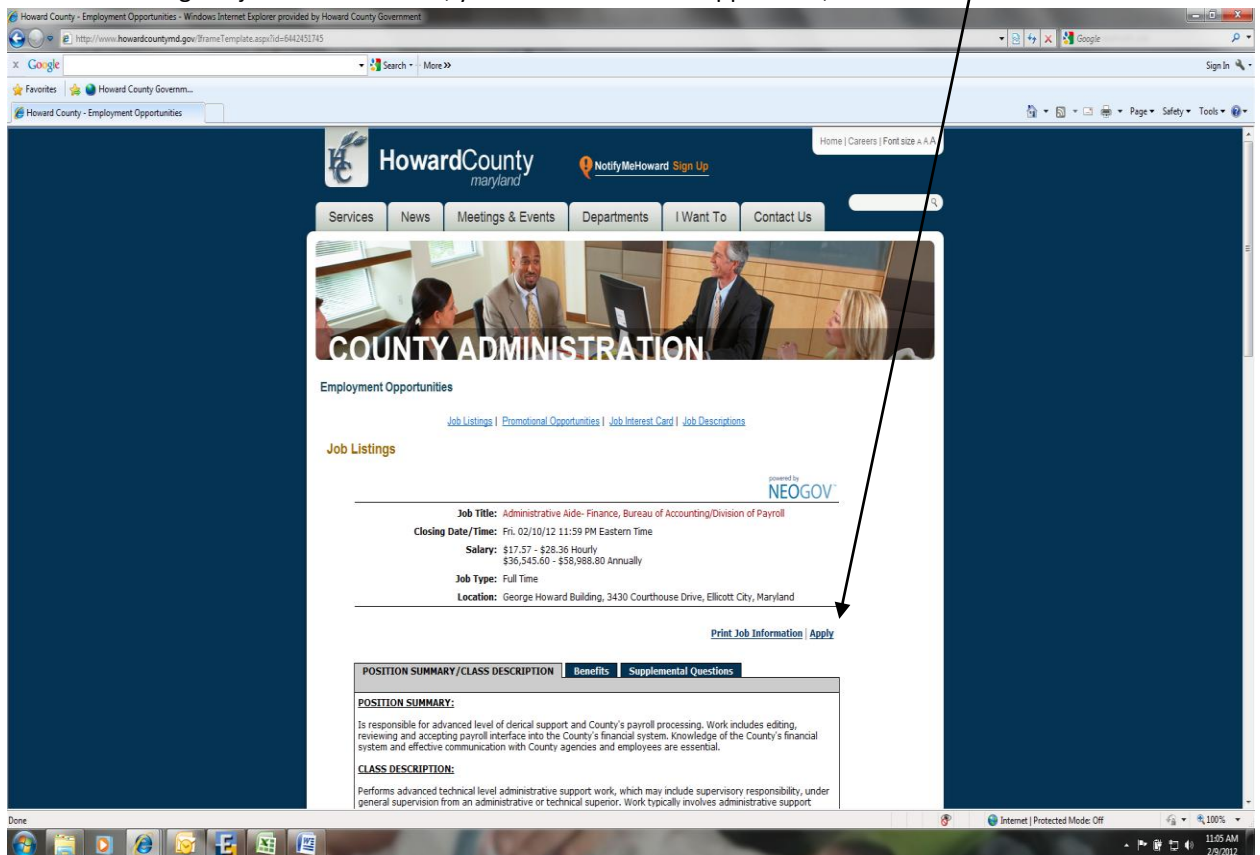
1. Go to www.howardcountymd.gov and click on Careers.



2. Scroll down the page until you see the alphabetical list of job titles and click on the job title in which you are interested.



3. If after reviewing the job announcement, you wish to submit an application, click the **APPLY** link



- [Job Listings](#) | [Promotional](#)

6. Click on the 'Save' button

HOWARD COUNTY GOVERNMENT - Windows Internet Explorer provided by Howard County Government
https://www.governmentjobs.com/jobSeeker/RequestAccount.cfm?stopheaders=howardcounty&jobRequested=409159

Job Listings | Promotional Opportunities | Job Interest Card | Job Descriptions

Job Listings

Request New Job Seeker Account

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
* Email
== Select ==
* Notification Preference
By which method would you prefer to be notified about application status, testing dates and examination results?
* Address 1
Address 2
* City
* State == Select ==
* Zip
Country == Select ==
* Username
* Password
Password must contain at least one letter (any case)
Password must contain at least one number
Password must contain at least one special character
Password must be at least 8 characters long
* Confirm Password

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Save

- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

7. Click on the 'Create Application' button

Note: You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts**

Home | Job Search | About Us | Help | Logout

Welcome,

Help | Logout

Main Menu | Search Jobs | Application Status | My Account

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Create Application

Applications You've Created:

Name	Date Created	Modify
------	--------------	--------

Tip: You do NOT need to recreate a new application every time you're applying for a position.

Main Menu | Search Jobs | Application Status | MY Account | Logout

About GovernmentJobs | Privacy Policy | Legal Terms

Copyright © 2000-2005 GovernmentJobs. All rights reserved. Patent Pending.

8. Input a title for your application for your future reference
9. Click on the 'Create Application' button
10. Fill in the 'Personal Profile' information

Home Job Search About Us Help Logout

Welcome, Help Logout

Main Menu Search Jobs Application Status My Account

(PART-TIME) REVENUE ASSISTANT I - Application process steps:

① Job Application ② Agency-wide Supplemental Questions ③ Confirm Application ④ Certify & Submit

Job Application » Profile * Required Field

Cancel Save & View Application

Contact Information

* First Name
Joe

Middle Initial
R

* Last Name
Smith

Primary Phone
310-555-8667

Alternate Phone

* Email
joe_85@aol.com

11. Click on the 'Save & View Application' button
12. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

Job Application » Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Confirm Application](#)

Personal Profile [Edit Personal Profile](#)

Name:	Joe Smith	Address:	1415 Santa Monica Blvd Santa Monica, California 90210
Social Security:	223-45-6998	Email:	joe_85@aol.com
Home Phone:		Notification Preference:	Email
Alternate Phone:			

Other Personal Information

Driver's License:	Yes, California
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Objective

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

13. Click on the 'Logout' link in the upper-right-hand corner

To Apply for a Specific Job Opening

1. From the employer's employment opportunity website, click on the job title of the job you are interested in.
2. Click on the 'Apply' link

[Home](#) [Job Search](#) [Career Seekers](#) [About Us](#) [Post a Job](#) [Employer Login](#)

Job Title: (PART-TIME) REVENUE ASSISTANT I

Salary: \$15.54 - \$19.94 hourly

Job Type: Part-Time (19 1/2 Hours per Week)

Location: City of Stockton, California

Department: Administrative Services

[Print Job Information](#) | [Apply](#)

3. Login using your applicant username and password that you created previously.

Note: If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

4. Click on the link that says "To apply for the position of your position title click here."

5. Answer the agency-wide supplemental questions

6. Click on the 'Save & Proceed' button at the bottom of the page
7. Answer the job-specific supplemental questions (if any)

[1 Job Application](#)
 [2 Agency-wide Questions](#)
 [3 Supplemental Questions](#)
 [4 Confirm Application](#)
 [5 Certify & Submit](#)

Supplemental Questions

* Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked **"Required"** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The following questions apply to only the position you are applying for.

*1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

☒ Yes ☐ No

*2. Do you possess a high school diploma or GED?

☒ Yes ☐ No

*3. Do you possess a valid California Class "C" Driver's License?

☒ Yes ☐ No

* Required Field

8. Click on the 'Save & Proceed' button at the bottom of the page
9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'

Human Resources: Job Listings - Windows Internet Explorer provided by Howard County Government

http://69.225.112.11/jobsseekers/confm_app_view.cfm?high2ap=2b

Prince George's County, MD ... Human Resources: Job U...

8. Q: Please indicate your gender.
 A: Edit

9. Q: Please indicate your ethnic origin.
 A: Edit

10. Q: How did you find out about this job?
 A: Edit

Supplemental Questions [Edit Supplemental Questions](#)

1. Q: What level of HR certification do you have, if any?
 A: No Certification Edit

2. Q: How many years experience in the Human Resources field do you possess?
 A: 3-5 years Edit

3. Q: Do you have a working knowledge of applicable Federal, State and Local laws related to the human resource function?
 A: Yes Edit

[Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Website Accessibility](#)
 © Copyright 2002-2007 - Howard County, MD Government
 All Rights Reserved.

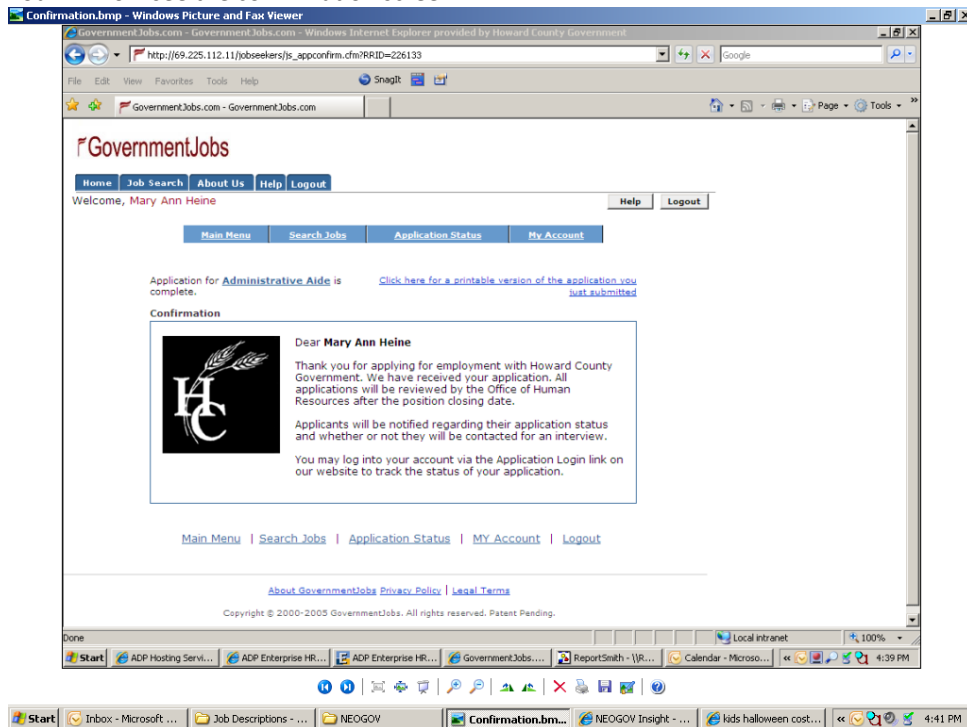
Start | Inbox - Microsoft Outlook | PW: NEOGOV Agency W... | Document2 - Microsoft ... | Human Resources: Jo... | http://www.princegeorg... | Local intranet | 100% | 9:12 AM

10. Click the 'Accept' button on the digital signature screen



11. Click on the 'Logout' link in the upper-right-hand corner

12. You will now see the confirmation screen.



13. You will remain logged into your account unless you click **LOGOUT** on this page. It is important that you log out of your account before leaving a public access computer, so that the next user cannot see your personal information.